

DEPARTMENT OF VETERANS SERVICE
Floyd Veterans Memorial Building - Suite 970-East
Atlanta, Georgia 30334

STATEMENT OF SCHOOL OFFICIAL

I certify that I understand the provisions of the Law (Title 38 US Code) under which this approval is made for programs offered veterans and other eligible persons. I further certify that:

1. Standards of progress, conduct and attendance as shown in the school (catalog) (bulletin) **are being enforced** and that the **VA will be promptly notified, normally within 30 days**, should any veteran or eligible person cease to attend at the certified rate, withdraws or is terminated for any reason.

2. A catalog / bulletin will be given every veteran or eligible person enrolling.

The publication for nonaccredited schools will include, as a minimum: a copy of program outline(s); schedule of tuition, fees and other charges; academic calendars; class schedules; and policies pertaining to enrollment, refunds, attendance, standards of progress, granting prior credit, and conduct. The publication will be distinguished by date and volume number and the officials and faculty will be identified therein.

The publication for accredited schools will include policies on standards of progress and conduct.

3. Advertisement used by the school **will not state "VA Approved"** or words to that effect. *{can state: "Approved for VA education benefits"}*

4. The school will not hold power of attorney for negotiating the checks of veterans and other eligible persons.

5. The school will immediately notify the State Approving Agency (SAA) so that the approval may be amended **when any of the following is revised/changed:** catalog, bulletin, handbook, approved programs, hours of operation, calendars, class schedules, break periods, student: teacher ratio, tuition and fees, or any item shown above as required in the schools catalog. Two certified copies of new catalogs/bulletins will be provided to the SAA within 30 days of publication with an approval update request (VSO Form 70).

6. The school will maintain a written record of the previous related education and training of veterans or eligible persons and will **grant credit, when possible**, with the training period at this school shortened proportionately. The VA will be notified of credit granted.

7. The school agrees to maintain a positive attendance record that also reflects late arrivals and early departures **for students attending Non College Degree (NCD) programs and non-accredited degree programs.**

8. The school will not certify students to the VA **until their program** has been **approved by** the State Approving Agency (SAA) and **accepted** by the U.S. Department of Veterans Affairs (DVA).

9. The school [] does [] does not want to participate in **Advance Pay.**

10. The school will not certify VA students in a course when the ratio of VA to non-VA exceeds 85:15. This does not apply to courses when the total number of individuals receiving VA assistance equals 35% or less.

Signature of Certifying Official

Date

Name of Institution

Name and Title of Certifying Official

Address: _____